

Managing Tasks

1.	Click the View Task link within the email notification and log in to iCS or click the My Tasks view icon in iCS.
2.	Within the Task: <ul style="list-style-type: none"> • Access the Document Dashboard, by clicking the Open Dashboard icon or right-clicking the contract and selecting Open Dashboard • View the contract, by clicking the View link or right-clicking the contract and selecting View
<i>Complete a Task Assigned to You:</i>	
3.	Enter your EAS password (if signoff is required)
4.	Enter comments, if desired
5.	Click the Complete command button; the task will be removed from your My Tasks list
<i>Reject a Task Assigned to You:</i>	
6.	Enter a comment (required) to describe the reason for rejecting the task
7.	Click the Reject command button
8.	The task will be removed from your My Tasks list and will be reassigned to the original assigner for further action

Tips for Sorting and Managing Tasks

- Sometimes a task is just a notification letting you know that someone else has completed a task that you assigned to them. Be sure to delete unnecessary items from your My Tasks list often.
- If you are reviewing a contract that was created by another user, the task is your link to that document. Be sure to keep the task in your My Tasks list until you are completely finished with the contract. You can also add the contract to My Favorites for easier access.
- Tasks can be sorted by column headings.
- If you are logged into the system for an extended period of time, you may want to refresh your My Tasks list every so often. You can do this by clicking the refresh button on your browser or clicking on the My Tasks icon.